

## **SUGGESTIONS FOR “LOCALIZATION” OF THE “NTO RESOURCE GUIDE” TEMPLATE**

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The “*NTO Resource Guide for Service Providers in the Job Center Network*” was originally produced by the Dane County Job Center Building the Tool Kit project during the winter of 1998. As such, some of the documents in the guide include information uniquely pertinent to the Dane County area.

Although the Department of Workforce Development has sponsored the “universalization” of the guide, local areas would find it useful to modify certain documents to represent local conditions and resources. Thus, *this “NTO Resource Guide”* serves both as an immediate resource and as a template for inclusion of local information.

In particular, local areas should pay particular attention to the following list of documents in any plans to “localize” the “*NTO Resource Guide*”.

Acknowledgements	<b>C-1</b> Local Case Management Flowchart
<b>F-1</b> NTO Defined – include local statistics	<b>C-2</b> Local Case Management Levels
<b>F-5</b> History of Local Project	<b>C-4</b> Step-by-Step for Mandatory Clients
<b>F-6</b> Goals of Local Project	<b>C-5</b> Sample EPs for Mandatory Clients
<b>F-7</b> Local Team Structure	<b>C-6</b> Step-by-Step for Non-Mandatory Clients
<b>F-8</b> Local Activity Workplan	<b>C-7</b> Sample ISS for Non-Mandatory Clients
<b>F-9</b> Test Your Nontraditional IQ Quiz – inclusion of local statistics	<b>R-6</b> Local Retention Contact List
<b>F-10</b> NTO Quiz Answers	<b>S-1</b> Supportive Service Eligibility Chart
<b>E-9</b> List of Local NTO Employers	<b>S-2</b> Local Supportive Services Program List
<b>A-2</b> List of Local Apprenticeship Employers	<b>I-2</b> Local Website
<b>A-8</b> Local Apprenticeship Application List	<b>D-1</b> Local NTO Data Collection Points
<b>P-1</b> Local NTO Orientation Information	<b>D-2</b> Local NTO on CARES
<b>P-2</b> Local Sample NTO Flyer	<b>D-3</b> Local NTO on ACCESS
<b>P-3</b> Local NTO Preparation Programs	<b>D-4</b> Local NTO on WIMS
<b>P-4</b> Other Local NTO Prep Services	<b>R</b> <b>Index</b>
<b>P-5</b> Local NTO Post Secondary Degree Programs Information	<b>R</b> <b>Materials Collection for Staff Use</b>
<b>P-7</b> Local NTO Small Business Resources	
<b>T-2</b> Local NTO Assessment Levels	
<b>T-3</b> Eligibility Reference Chart	
<b>T-4</b> Local NTO Assessment Tools Description	
<b>T-5</b> Localization of NTO Career Options Survey	

In addition, DWD will distribute the following documents in the near future to complete those items that may be of universal use and interest.

How to Use the Guide	<b>T-8</b> NTO Transferable Skills Checklist
<b>E-1</b> General Information on NTO Employers	<b>C-3</b> NTO Case Management Issues
<b>P-6</b> Recruitment Strategies & Issues	<b>R-5</b> Retention Strategies After Hire
	<b>I-1</b> NTO on JobNET

